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30 NOV 1973

MEMORANDUM FOR: Deputy Director for Management and Services
SUBJECT : Activity Report - Office of Finance

1. The following is a summary of certain significant activities of the Office of Finance for the week ended 30 November 1973:

✓ 6 a. Office of Finance Careerist Luncheon with DCI.
At the request of the Director, Mr. Yale selected four

[redacted]
[redacted] at a luncheon with the Director on 27 November.

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✓ 5 b. Reduction of Administrative Functions in the Field. Prepared dispatch for Chief of Station, [redacted] in reply to his suggestion that Headquarters consider adopting alternative procedures for the processing of PCS travel claims at his Station. The dispatch advised the COS that Headquarters is in the process of developing outbound commuted travel allowance tables for his Station and Bases which, when approved, will eliminate the requirement for the Station to process PCS travel claims.

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c. Payroll. Messrs. [redacted] met with representatives of the Office of Personnel and Office of Joint Computer Support to discuss system programming changes required to accommodate revisions of the classification and pay schedules for prevailing rate wage board, printing, and graphic arts employees which become effective 6 January 1974. These changes will not be done until after completion of the required year end items.

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d. CIARDS. Mr. [redacted] confirmed to the Office of Legislative Counsel that the cost estimates previously provided for the legislative proposal to liberalize eligibility for CIARDS cost of living increases remain valid and may be used by the Agency representative who may be required to testify on the proposed legislation.

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[redacted]

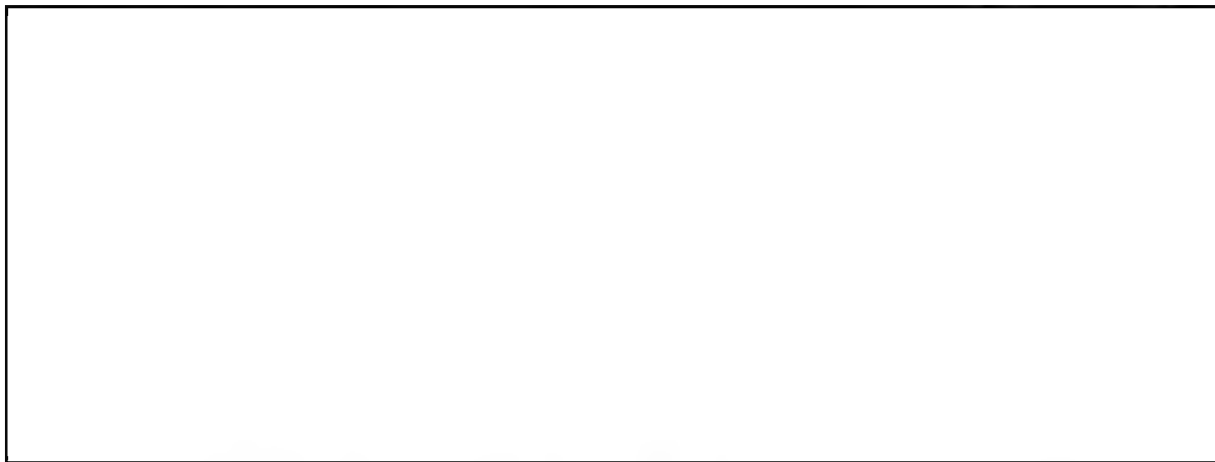
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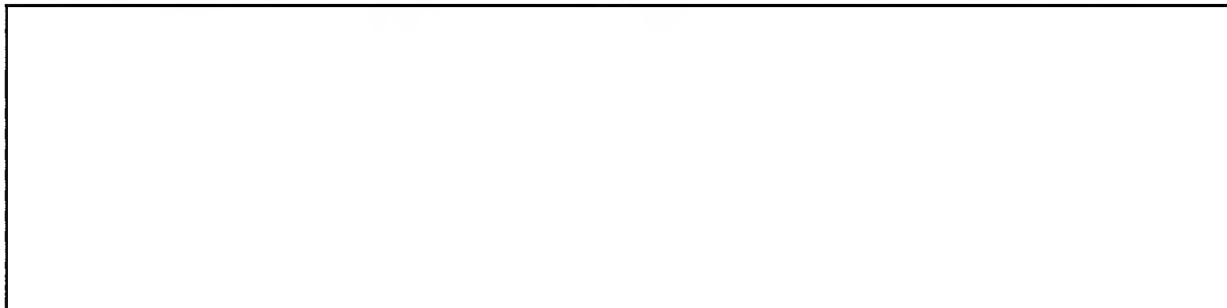
g. Information Science Course. [redacted] made the opening remarks for the Information Science for Financial Management Course which was developed by the Information Science Training Staff, Office of Training, with assistance of the Office of Finance. This four-week course is designed to introduce employees, using a hands-on approach, to the uses of information handling systems and their application in the field of financial management. The class has 16 students, consisting of 12 Office of Finance careerists drawn from a cross section of assignments from each Directorate, 2 members of the Audit Staff, 1 from Office of Logistics and 1 senior budget official from NSA.

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h. General Accounting System. Messrs. [redacted] and [redacted] OJCS, for a discussion of Office of Finance conceptual views of objectives to be reached in an enhanced General Accounting System for Mr. [redacted] use in the preliminary work he is doing on developing a proposal for the design phase of this system.

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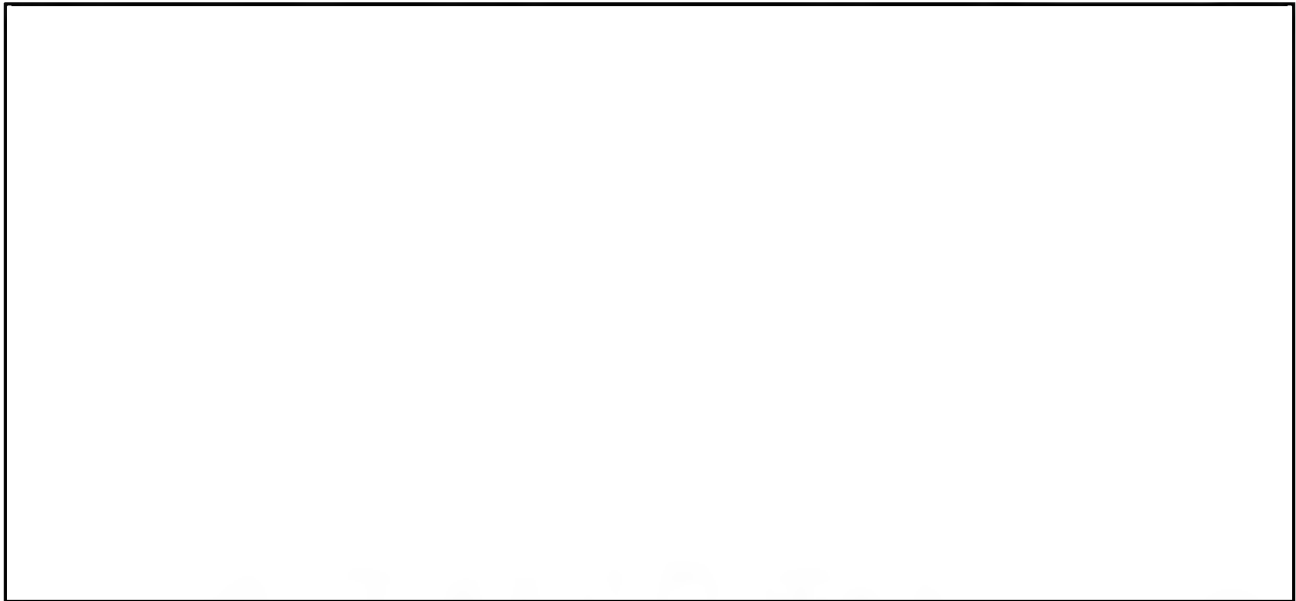


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1. Voluntary Investment Plan. Messrs. [redacted] of this Office met with OJCS, OP and Audit Staff representatives to discuss present and future computer support requirements for VIP. OJCS is requesting that either OF or OP send a user representative to OJCS to relieve the present programmer from non-programming duties. OJCS estimates that this representative would spend 25 percent of his time at OJCS and 75 percent back at his regular job. We will work this request out in consultation with the Office of Personnel.

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2. Next week Messrs. [redacted] will meet with the OJCS CONIF III project leader and with Office of Logistics representatives to resolve several questions of mutual interest which have evolved to date, including the question of input responsibility for some data elements.

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[redacted]
for Thomas B. Yale
Director of Finance

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